

Juvenile Rehabilitation Administration

POLICY #18

Accessing and Coordinating Transportation Through the JRA Transportation Unit

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**JUVENILE REHABILITATION ADMINISTRATION
ADMINISTRATIVE POLICY**

JRA POLICY 18

SUBJECT: **Accessing and Coordinating Transportation Through the
JRA Transportation Unit**

INFORMATION

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APPROVED BY:

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Juvenile Rehabilitation Administration

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18-100

PURPOSE

This document establishes the policies and procedures for requesting and coordinating transportation through the Juvenile Rehabilitation Administration (JRA) Transportation Unit.

18-200

SCOPE

This policy applies to JRA residential and community programs, including contracted and county programs that utilize the services of the JRA Transportation Unit.

18-300

DEFINITIONS

- 1. JRA Case File:** The official client record containing commitment, diagnostic, health, case management and treatment records.

2. **Transportation Officer:** Juvenile Rehabilitation Security Officer assigned to the JRA Transportation Unit.
3. **Manageable boxes/suitcases:** Permitted boxes shall not exceed 24" X 18" X 12".

18-400

POLICY

1. **JRA will provide transportation between JRA residential and parole offices, juvenile detentions, adult jails and contracted programs for youth under JRA jurisdiction within allocated resources.**

JRA Transportation Unit does not transport Department of Corrections offenders. JRA Transportation will deliver/pick up youth to/from pre-approved locations only.

2. **Youth on JRA Suicide Precaution Levels (SPL) 1 or 2 (or comparable level from a non-JRA program) will not be transported by the Transportation Unit. Alternative transportation by sending/receiving programs will need to be arranged. Youth on SPL 3 or 4 may be transported by the Transportation Unit with prior approval of the Transportation Unit Administrator or designee.**
3. **Security precautions and confidentiality must be considered when transportation plans are made.**
 - A. Staff should consider a youth's security risks when determining when the youth and other individuals are told about transportation plans.
 - B. Requirements in Policy 5, Security Classification, must be followed when transporting youth.
 - C. Requirements in Policy 29, Confidentiality and Release of Juvenile Records and Operations Records, must be followed when determining who should be notified of the transport.
4. **JRA Community Facilities should consider using the Medical Assistance Transportation Services Program for Title XIX eligible clients for non-emergent, medically necessary transportation needs**

when use of the Program would increase staff and/or Community Facility efficiencies.

5. Security must be maintained during transports.

- A. Transportation Officers are responsible for ensuring security of youth is maintained according to the operational guidelines for the protection of the youth and the community. If, in the judgment of the Transportation Officer, a youth presents a high risk to self or others and/or is a threat to security, the driver may request assistance or postpone the movement until consulting with the Transportation Unit administrator or designee.
- B. Transportation Officers may request the sending facility staff to search a youth prior to entering the vehicle.
- C. Transportation officers/vehicle will be equipped with communication equipment (e.g. cellular phone, two-way radio)
- D. The Transportation Officer is responsible for monitoring the youth in transport.

Note: Some transports, such as to adult jail, require that the driver enter the building with the youth who is being booked into custody. These types of transports require additional planning time and may require the assistance of other JRA staff. Programs without sallyports or other means for visual monitoring may be required to take custody of the youth and or case files at the vehicle. At the transportation officer's discretion and with approval of the facility staff all youth in transport may be required to enter the building to deliver or pick up a youth.

6. Transportation of youth's personal property is limited, controlled and documented on the [Youth Personal Property Inventory Form \[DSHS 20-190\] \(11/04\) Attachment A.](#)

- A. The Transportation Officer will securely store youth's personal property in the vehicle storage area. Approval of a youth's personal property for transport is approved by the Transportation officer. Property may be limited due to size, lack of appropriate labeling, incorrect packaging, space availability, contents, or a safety/security concern.

- B. Restricted property and/or contraband will not be transported in JRA Transportation vehicles. It is the sending agency staff's responsibility to review and maintain any items considered restricted property and/or contraband. The Transportation Officer has authority to restrict or refuse any item they feel poses a safety or security concern. Restricted property/contraband for the purpose of this policy includes, but is not limited to:
 - 1) Tobacco products
 - 2) Lighters, matches
 - 3) Pagers and cell phones
 - 4) Knives or other weapons (any size)
 - 5) Handcuffs and cuff keys
 - 6) Pornographic materials
- C. Valuables, including money must be inventoried and packed in the youth's box/suitcase or transported in the Transportation Officer's possession and documented on the Youth Personal Property Inventory Form.
- D. Cash or checks transported for a youth must not exceed \$20.00.
- E. Medication must be provided to the Transportation Officer in the original container and placed in a secure bag (e.g. ziplock, paper bag stapled closed) that is labeled with youth's name, destination and medication. Medication must not be packed in the youth's personal property. The Transportation Officer is not authorized to provide medication to a youth without the approval of the JRA Medical Director or designee.

7. Case Files should be transferred at the same time the youth is transported.

At the time of transport, the sending facility should provide the Transportation Officer with the Case File and other pertinent paperwork.

8. Case Files may be transferred to or from State Records Centers.

JRA programs may request that the Transportation Unit pick up or deliver case files to the State Records Centers. Transportation officers will not stop at State Records Centers when youth are in the vehicle.

9. JRA Transportation Guidelines will be maintained and available upon request from the JRA Transportation Unit.

18-500

PROCEDURE

1. Requests for transporting youths.

Action by:

A. Staff designated
to arrange transportation

Action:

- 1) Contact Transportation Unit administrative assistant to request transportation of the youth.
- 2) Provide the following information:
 - a. Youth's name and sex.
 - b. Youth's status—new commit, transfer, parole revocation, to parole, to court hearing, or return from court hearing.
 - c. Specific pick-up and drop-off locations.
 - d. Preferred date of movement.
 - e. Security classification and concerns.
 - f. Suicidal ideation/level/behavior/risk
 - g. Information on youth's behavior, medical issues, etc.

B. Sending program staff

- 1) Provide Transport Officer with Youth's Court Order to appear/transport for youth being transported for court hearing.
- 2) Ensure Case File, Case File Transfer Form, medication(s) and other necessary items or documents are ready to accompany the youth. Provide file and information to the Transportation Officer.

- 3) Ensure that youth's personal property has been searched for restricted property or contraband, is inventoried, and properly boxed and labeled for transport.
- 4) Search youth or assist Transportation Officer in search, as requested.
- 5) Notify Transportation Unit of any changes in the request for movement in a timely manner.

C. Transportation Unit
Administrative Assistant

- 1) Record requests for transport on master schedule.
- 2) Complete schedule of transports.
- 3) Contact the requesting agency to confirm transport date and estimated time of pick up.
- 4) Notify receiving agency staff of estimated time of arrival.
- 5) Notify sending agency staff and receiving agency staff of schedule changes.
- 6) Maintain current JRA Transportation Guidelines

D. Transportation Officer

- 1) Coordinate pick up and delivery of youth with program staff.
- 2) Review transport expectations with youth, including seat belt requirements.
- 3) Apply leg and wrist restraints to youth.
- 4) Ensure that youth has been searched and/or complete a detector search of youth.
- 5) Approve the amount and type of personal property to accompany the youth.
- 6) Obtain Case File and other pertinent paperwork.
- 7) Obtain youth's medications, money etc. to be transported, ensure appropriate forms are completed and items labeled.
- 8) Secure personal property, case files, etc. in vehicle.

- 9) Communicate and coordinate schedule changes with scheduler.
- 10) Communicate delays or early arrivals, when possible, with programs.

2. Requests for transporting files to or from State Archives.

Action by:

A. Regional Office Staff

Action:

- 1) Contact Archives and provide the youth's name and barcode number.
- 2) Contact Transportation Unit scheduler and request case file movement. Provide the youth's name and barcode number if file(s) are to be picked up at Archives.

B. Transportation Unit
Scheduler

Schedule transportation officer to pick up/drop off a file(s) at Archives.

C. Transportation Officer

Pick up/deliver Case File(s) to Archives as scheduled.